

**Southwell Town Council Virtual Meeting Protocol**

**Council Meetings**

**The virtual meeting protocol will follow STC’s Standing orders.**

Council meetings will be conducted using a virtual platform. Zoom is the designated platform but others can be used when agreed by Full Council.

Council meetings will also be Livestreamed on Facebook.

The meeting will open half an hour before the scheduled start time. This is to allow Councillors and the public time to log on.

Question time for the public will take place at the beginning of each meeting (before Apologies for absence). The public will have 20 minutes to ask questions or make statements.

 **Protocol**

* Log in details will be attached to the agenda for each meeting. The Clerk will send this out again on the day of the meeting.
* Meetings will be recorded by the Clerk for clarity of minutes and will be kept until the minutes are approved at the following relevant meeting.
* If anyone gets cut off – not to panic.  Just wait for a minute and it should automatically connect you, if not log back in using the same link and details.
* Councillors and the public are to be on mute until invited to speak.
* All Councillors and the public are to rename themselves.
* No alcohol should be drunk during the meeting.
* There will be no admission to the public after 7pm
* The public are to wait in the waiting room where their identity will be confirmed. If their identity is not confirmed there will be no admittance to the meeting but they will be able to watch proceedings through STC’s Facebook page.

**Asking Questions or point of information:**

Please raise your hand or use the ‘hand symbol’ and keep it aloft for a minute so that either the Clerk, member of staff or Chair can see you. They will see that you are waiting and raise their hand in response. At busy times it may be that a queue will form, please be patient. If you wish you can send a written message stating your intention to speak. Each Councillor is entitled to speak in line with STC standing orders.

Councillors joining in via an audio link only will be asked by the Chair during a debate if they have any comments. This will happen during a debate if they have made no comment and is a check that their link with the meeting is sound.

If there are continual interruptions, the Chair of the meeting will ask for the member to be muted.

**Voting:**

The Chair will call each Councillor by name. The Councillor will state either:

For, Against, Abstain or no vote

The Clerk will write down what each member has voted and will add them up at the end.